

Happy New Year!!

We appreciate your patience in working with the implementation of the new COIN system; we are working to make this a much better system for all of us in the upcoming fiscal year. The dates below may help answer some of your questions regarding your normal monthly processes.

July 1-12 – Circuit Court Clerks, please enter the excess fee information in your JUNE Reimbursements in COIN, so that we may return any excess fees to your locality for the month of June and annually.

- COIN Main Menu
- Option 3 – Reimbursement
- Option 11 – Excess Fees

July 3-17 – Please DO NOT try to enter personnel changes or fund transfer requests into the COIN system. We are in the process of updating the COIN data base with the FY07 Approved Budget information.

July 18-31 – You may enter the following updates to COIN

- July personnel changes
- Pre-taxed Insurance Premium for taxable salaries if changes occurred
- Fund transfer requests

August 1 – July Reimbursement will be available for certification

August 10th – Certify Personnel and Expense Reimbursement in COIN, both Officer and County/City Administrators

July 5- Aug. 4 – The Customer Service Survey is available on the Compensation Board website at www.scb.virginia.gov . Please let us hear from you.

- Restricted Access
- Customer Service Survey

FY07 Budgets are available on the website at www.scb.virginia.gov

- Constitutional Officers Budgets and Salaries
- Approved FY07 Budgets

Please email or call your program technician should you have questions regarding this email:

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